

Retention and Classification Report

Agency: Sevier County School District (Utah) (884)
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Richfield, UT 84701
435-896-8214

Records Officer Alison Merchant

20098	Account ledgers
01812	*Administrative services records
20100	*Biennial report
14048	Minutes
20099	*Monroe school minute and account book
27699	North Sevier High School yearbooks
26127	Official transcripts
23773	School building plans and specifications
14049	*Teachers records

AGENCY: Sevier County School District (Utah)

SERIES: 20098

1

TITLE: Account ledgers

DATES: 1908-1926

ARRANGEMENT: none

DESCRIPTION:

These financial record books show receipts and disbursements for various accounts and various schools. Holdings include: Sevier High School Register of receipts and disbursements, 1912-1914; Trustees' Account Record/Richfield Payroll 1908-1912 (does include other receipts and disbursements); Misc. bids, supplies, and books, 1912-1920; ledger, 1915-1926; Richfield School ledger, 1909-1915; Bank accounts ledger, 1912; Warrant register index, undated; and Record of Vouchers and Warrants, 1912-1915.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This disposition is based on the State Archivist's assessment of these as some of the few remaining records of the district for the time period.

PRIMARY CLASSIFICATION:

Public

AGENCY: Sevier County School District (Utah)

SERIES: 1812

3

TITLE: Administrative services records

DATES: 1940-1970.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

1978 Board of Education Evaluation of Tooele High School Re-accreditation. Report details the high schools statistical information and compares it to state standards.

Tooele School District Accreditation report for the school district as a whole.

Sevier High School evaluation report for accreditation.

Sevier School District evaluation report for accreditation for the district as a whole.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/24/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with

AGENCY: Sevier County School District (Utah)

SERIES: 1812

TITLE: Administrative services records

(continued)

authority to weed.

APPRAISAL:

Historical

Disposition based on value of records documenting the history, achievements and activities of the Sevier County School District.

PRIMARY CLASSIFICATION:

Public

AGENCY: Sevier County School District (Utah)

SERIES: 20100

3

TITLE: Biennial report

DATES: 1907-1908.

ARRANGEMENT:

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the municipality or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/18/2010

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Publications which document agency history and functions have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Sevier County School District (Utah)

SERIES: 14048

3

TITLE: Minutes

DATES: 1895-

ARRANGEMENT: chronological

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official district committees, boards, and task forces. They may also include an official agenda. See Internal committee records

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/07/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005)

AGENCY: Sevier County School District (Utah)

SERIES: 14048

TITLE: Minutes

(continued)

Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

PRIMARY CLASSIFICATION:

Public

AGENCY: Sevier County School District (Utah)

SERIES: 20099

3

TITLE: Monroe school minute and account book

DATES: 1907-1912.

ARRANGEMENT: none

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official district committees, boards, and task forces. They may also include an official agenda. See Internal committee records

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06/14/2010

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

The minutes document the history and functions of the school.

PRIMARY CLASSIFICATION:

Public

AGENCY: Sevier County School District (Utah)

SERIES: 27699

3

TITLE: North Sevier High School yearbooks

DATES: 1906-

ARRANGEMENT: Chronological by year.

DESCRIPTION:

These yearbooks document school activities. They are compiled by a yearbook staff with the assistance of a teacher advisor. The yearbooks contain names and photographs of the faculty, staff, and individual students by grade, school clubs, sports, cultural events, and academic and social activities.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 05/02/2011

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Yearbooks provide historical information about students, teachers and school activities.

PRIMARY CLASSIFICATION:

Public

AGENCY: Sevier County School District (Utah)

SERIES: 26127

3

TITLE: Official transcripts

DATES: 1890-

ARRANGEMENT: Chronological by birth year and thereunder alphabetically by surname.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These cards are the official record of school attendance and high school graduation. They are used to document graduation from high school and to verify classes attended and credits earned. They are used for college admission and employment. They also include the transcripts for students who did not graduate, but attended high school classes in the district (ninth to twelfth grades). They contain: student's name, address, birthdate, parents' names, lists of high school classes and grades, date of graduation, test scores, class ranking, grade point average, and social security number. They are part of the Student Cumulative File until they are weeded after graduation .

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 3.

AUTHORIZED: 02/16/2006

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

Microfilm master: Retain in Archives permanently.

AGENCY: Sevier County School District (Utah)

SERIES: 26127

TITLE: Official transcripts

(continued)

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Exempt 34 CFR 99

SECONDARY CLASSIFICATION(S):

Private

AGENCY: Sevier County School District (Utah)

SERIES: 23773

3

TITLE: School building plans and specifications

DATES: ca. 1939-1980

ARRANGEMENT: by school

ANNUAL ACCUMULATION:

DESCRIPTION:

This series consists of school building plans, specifications for bids documents, and floor drawings for a number of elementary, middle, and high schools within the district.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Sevier County School District (Utah)

SERIES: 14049

3

TITLE: Teachers records

DATES: 1917-1965.

ARRANGEMENT: alphabetical

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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